# LMS Procedure Manual
## Parent

**1.** To Register, go to https://lifeeducationqld.powerhousehub.net/

**2.** Click 'Sign Up'
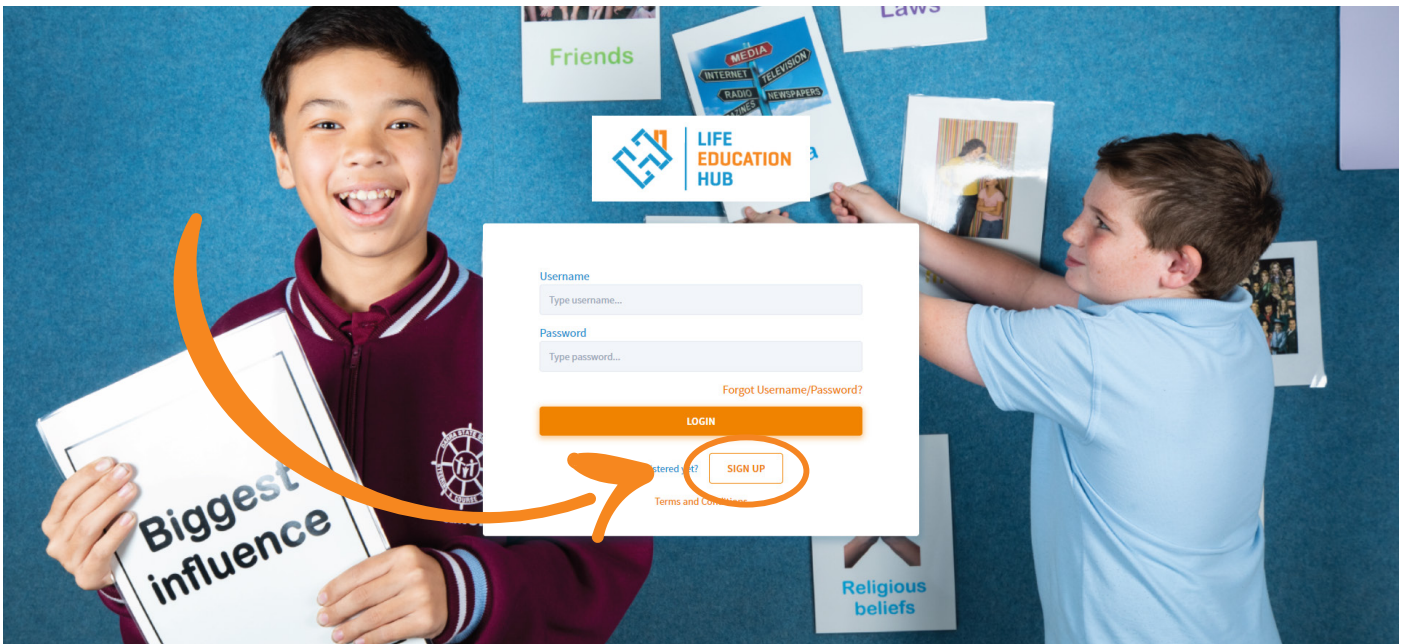


**3.** You will now be asked to choose an account type. Choose Parent/Carer.
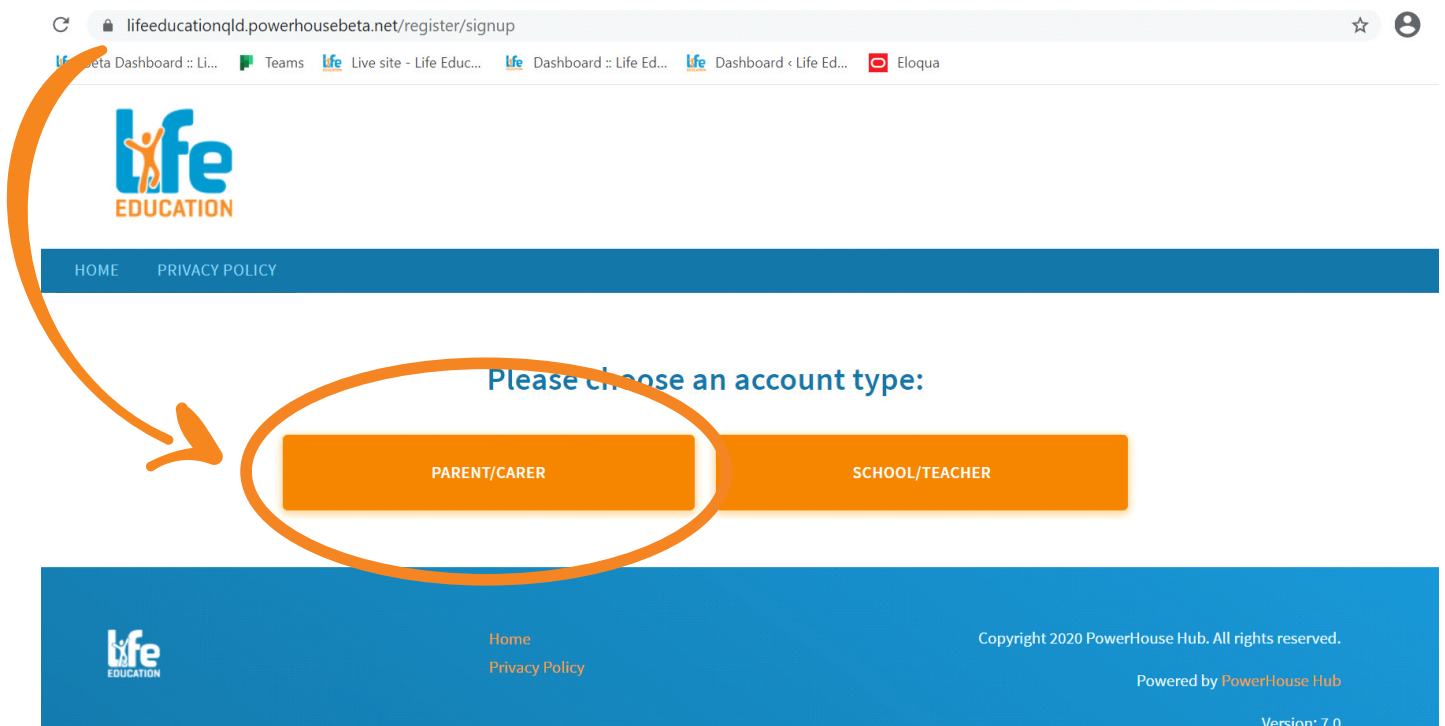
**4.** Enter in your details

**5.** Enter the number of children you have

**6.** Then complete their registration by choosing what year level they are in and their name

**7.** Choose the school they attend  (*If you can't find your school please contact us on via either onlinelearning.qld@lifeeducation.org.au  or (07) 5572 0166)

**8.** Add the year level

**9.** Click to approve the terms and conditions and enter security code to finalise registration

HOME     PRIVACY POLICY

## Register as a Parent/Carer

| First Name * | |
| --- | --- |
| Last Name * | |
| Mobile * | |
| Email * | |

| Number Of Children | Please select ▼ |
| --- | --- |

| Terms and conditions * | ☐ I have read and agree to the terms and conditions. |
| --- | --- |
| Security Code * | 7HZN4B ↻<br>In the box provided below, please enter the security code displayed in the box above. |

CANCEL                                                                REGISTER

**10.** Click Register

**11.** Your account will be created and you will be given a Username and Password to utilise. Please keep this information for future use, in a safe place.

**12.** Click 'Continue to Dashboard'



# Complete Your Profile

**1.** You can complete your profile by adding a profile picture to your account. Simply click on the profile icon on the top right-hand side of your screen

**2.** Choose a file from your computer and click 'Upload'.

**3.** If you would like to update your password, click 'Change Password'

**4.** Click 'Update Password' and 'Save'
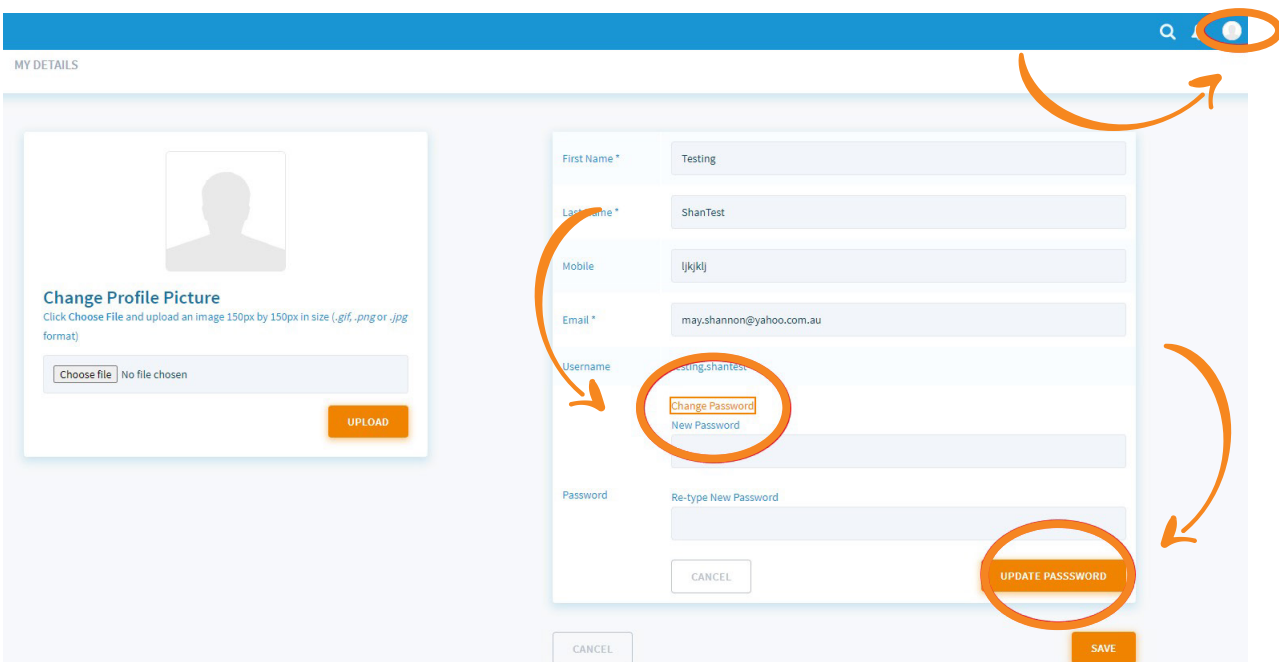
## The Dashboard

The Dashboard provides easy access to a variety of courses on offer, as well as news, by simply clicking onto each individual link. It allows the user to see their progress through the various courses, as well. The courses that are allocated to you are based off the age of your children.

Life Education has age appropriate content for students and courses will be aligned.
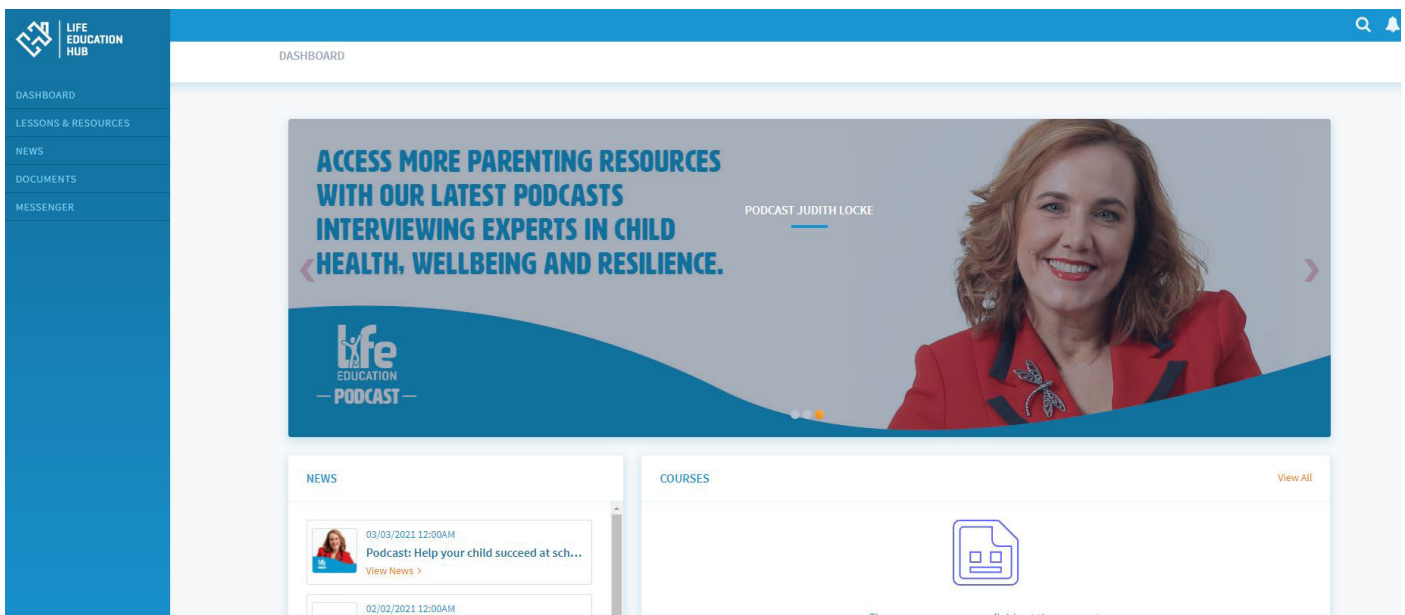
## Lessons & Resources

This section provides you with a range of resources, lessons and tips from Healthy Harold to assist you in equipping your children with the knowledge, skills and strategies required to make better choices. As more resources are developed and made available, we will make them available here for you.

The lessons and resources you have access to will be determined by the age of your children, with whom you registered.
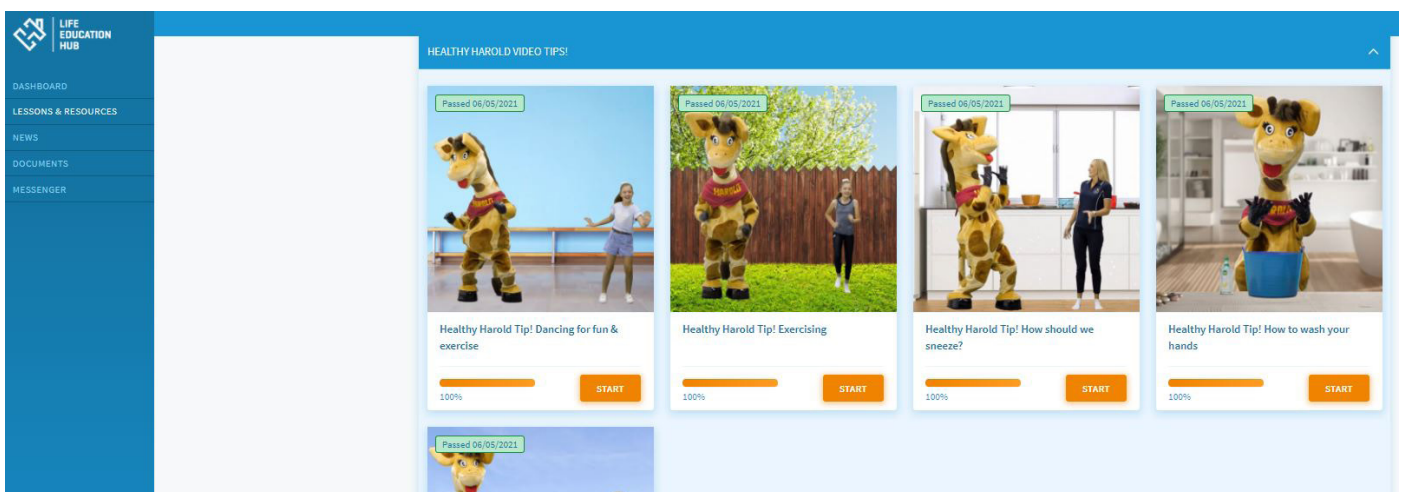
These include:

Year level specific lessons and content such as learning about the body, healthy eating, the benefits of physical exercise, cyberbulling, strategies to stay safe and making good decisions.

Healthy Harold Tips videos are provided to all students
- · Healthy Harold Exercising
- · How should we sneeze
- · Dancing for fun and exercise
- · How to wash your hands
- · Social distancing

Once you complete a lesson, these will be displayed in the 'Completed Courses' section.
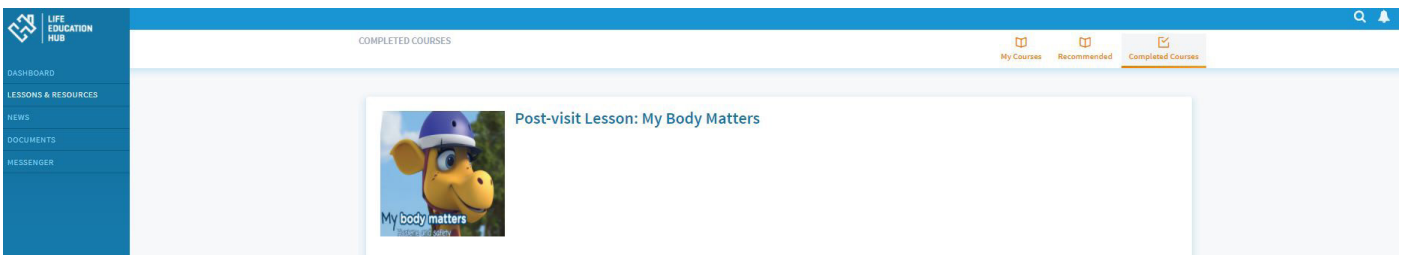


To complete another course, just go to the 'My Courses' tab at the top of the screen.

As new courses are developed, they may be recommended to you. These will be found in the 'Recommended' tab.

You can view the menu within the lesson my clicking on the three lines to the left of the module title. The arrow button beside it will take you to the next page.
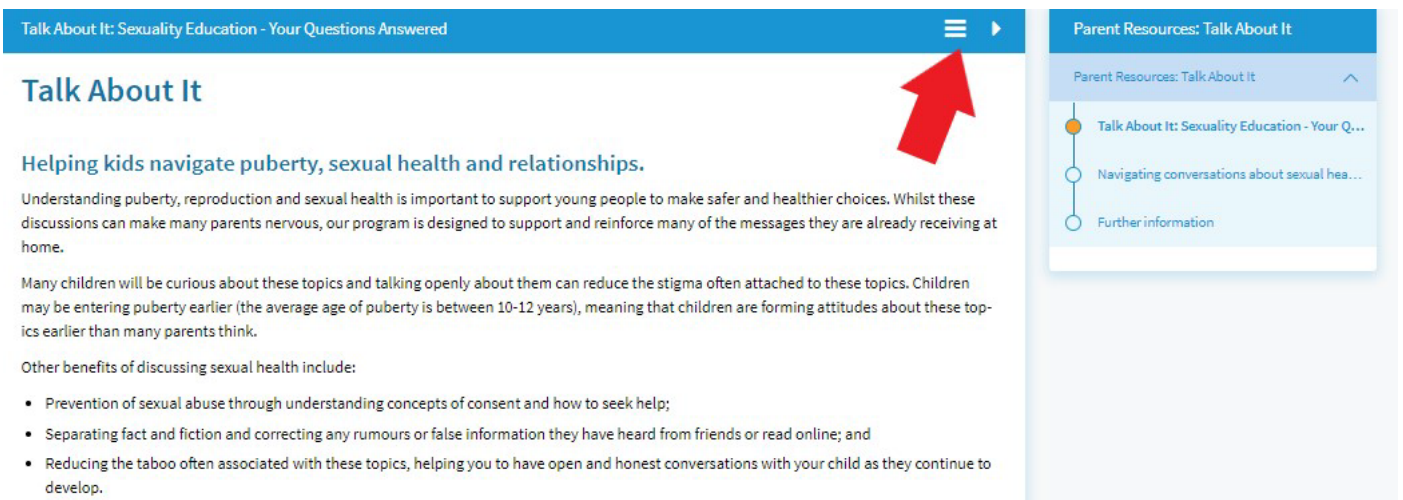
# News

This section will provide you with up to date news from Life Education Qld, as well as a variety of very information Podcasts from a range of respected professionals within the industry. These will be updated regularly.



# Documents

This is where you will be able to locate this manual and any other documents that are separate to lessons and resources.